



HUMAN RESOURCES, Texas Commission on Fire Protection
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JOB ANNOUNCEMENT

Program Specialist II		GROUP B-18	JOB NO. 20161001
APPLICATION DATES:	October 1 – 28, 2016	MONTHLY SALARY:	\$3,149 – 4,400
LOCATION:	Austin, Texas	TRAVEL:	Approx. 10%

JOB SUMMARY

Performs moderately complex administrative procedures required to issue state certifications, process International Fire Service Accreditation Congress (IFSAC) seal applications, process certificate (department personnel, training facilities and individuals) renewals that includes administering the continuing education audit component of certification. This works involves the development and implementing of program guidelines and procedures; providing technical assistance to other staff members, within and outside the program area; administering and proctoring state exams; and regularly advising agency stake holders about state statutes and commission rules pertaining to certification and renewal requirements. Work under moderate supervision, with considerable latitude for using initiative and independent judgment. Requires some travel throughout the state, and may require occasional work on weekends. The ideal candidate has superb communication ability, written and verbal; thrives in a knowledge-sharing environment, and is resourceful and adaptable.

ESSENTIAL JOB FUNCTIONS

- Process renewals for department personnel, individual certificate holders and certified training facilities
- Develop and maintain schedule to notify all regulated entities, certified training facilities and individual certificate holders of renewal requirements
- Process IFSAC seal applications; review applications for eligibility based on IFSAC statutes and commission rules
- Process, approve and reconcile training issues within the continuing education audit system
- Review and evaluate records to determine eligibility of military, volunteer, and out-of-state fire service personnel for certification
- Review personal background reports
- Collaborate with agency staff members on job functions and tasks, makes recommendations regarding procedural changes, agency functions, rules or policies,
- Administer state certification examinations
- Provide accurate information to stakeholders, publicly, at meetings and industry conferences
- Train others on certification and renewal procedures
- Communicate and guide stake holders through the certification, IFSAC and online renewal processes
- Access and query database for information used to determine eligibility certifications
- Assist with inspections and audits of fire departments to ensure compliance with Texas codes, standards and laws
- Perform related work as assigned

MINIMUM QUALIFICATIONS

Progressively responsible experience in communicating, monitoring or auditing, with specific responsibilities for one or more of the following: reviewing, evaluating, classifying, inspecting, and training. Writing and composition proficiency. Proficiency with word-processing, database, internet and email applications. A valid State of Texas driver’s license with an acceptable driving record at time of hire, and the ability to maintain a clear driving record while employed. Pass a criminal background check.

PREFERRED QUALIFICATIONS

Graduation from an accredited four-year college or university. Knowledge of the fire service and NFPA standards. Familiarity with web based process management and work flow procedures. Experience developing video or podcast instructional information.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidates must have effective oral and written communication skills and effective public relation skills.
- Candidate must have a strong ability to track progress along program and project deadlines.
- Candidate must possess effective time management, follow-up and organizational skills, and be detail-oriented.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to [TCFP Human Resources](#).*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)
- 4) Completed Qualification Data Sheet (on our agency’s website – [www.tcfp.texas.gov](#))

Important Note: Application packets must include all four of the required documents above. Incomplete application packets are not forwarded to selection committee. Applicants whose application packets are complete will receive confirmation from Human Resources. *You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, gender, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.